

POSITION DESCRIPTION

DER-PERS-10 (Rev. 5-84)

State of Wisconsin

Department of Employment Relations

1. Position No.

002833

2. Cert / Reclass Request No.

15-175

3. Agency No.

505

4. NAME OF EMPLOYEE

5. DEPARTMENT, UNIT, WORK ADDRESS

Department of Administration
Division of Executive Budget and Finance
State Controller's Office
101 E. Wilson St.
Madison, WI 53702

6. CLASSIFICATION TITLE OF POSITION

Financial Management Supervisor

7. CLASS TITLE OPTION (to be filled out by Personnel Office)

8. NAME AND CLASS OF FORMER INCUMBENT

Jeff Anderson, Financial Management Supervisor

9. AGENCY WORKING TITLE OF POSITION

Cash Management Operations Supervisor

10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES

11. NAME AND CLASS OF FIRST-LINE SUPERVISOR

Jeff Anderson, Deputy State Controller

12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes ☒ No ☐

IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

Please see attached.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on back of last page.)

— GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.

— WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.

— TIME %: Include for goals and major worker activities.

TIME %

GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

Please see attached.

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on back of last page)

a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.

b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. (Please initial and date attachments.)

Signature of first-line supervisor

Date 1/7/2015

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.

(Please initial and date attachments.)

Signature of employee

Date

18. Signature of Personnel Manager

Date

Position Description
Financial Management Supervisor

POSITION SUMMARY

This position supervises the Cash Management Operations section within the State Controller's Office, and acts as the liaison between the state agencies and the Enterprise Bank. The section is responsible for the daily banking and cash management operations of the State of Wisconsin and its agencies. The State of Wisconsin utilizes a centralized approach to cash management, which allows for greater efficiency and accuracy in forecasting the State's daily cash position. The position supervises the monitoring and approval of agency cash receipts, as well as all operations related to the issuance and cancellation of state checks.

In addition, this position is responsible for reconciling the enterprise cash concentration and Madison depository bank accounts. The enterprise cash concentration account is used to concentrate more than 30 million receipt and disbursement transactions each year, and the timely completion of the monthly reconciliation is one of the primary tools used to detect and prevent fraud.

And, this position serves as the primary back-up to the Enterprise Cash Manager position. This requires that the position stay current on all of the daily Enterprise Cash Manager procedures, and receive additional training updates as required. This is a critical daily function for the enterprise as it determines the amount of State Investment Fund cash available for investment by the State Investment Board, and ensures that the State's disbursements are adequately funded.

<u>Time %</u>	<u>Goals and Worker Activities</u>
60%	<p>A. Manage the Enterprise Cash Management Operations for the State of Wisconsin.</p> <ol style="list-style-type: none">1. Support the banking operations of the State agencies.<ol style="list-style-type: none">a. Respond to various state agency inquiries including requests for new bank accounts, signatory changes and check clearance, and others. Ensure that the agency Financial Managers approve all changes.b. Receive reports of check fraud from the Enterprise Bank. Record and track all reported check fraud, and forward to the Capitol Police for investigation.c. Maintain the database used to record automatic cash receipt transactions into WISMART.d. Trace missing/misdirected electronic funds transfers. Reverse EFT payments sent in error.e. Act as the liaison between the Enterprise Bank and the state agencies.2. Perform a variety of cash management functions for the enterprise.<ol style="list-style-type: none">a. Reconcile the Forward Health disbursement/clearing worksheet.b. Prepare monthly and biennial Cash Balance by Fund reports.c. Monitor and request interest adjustments for any delayed lockbox or LGIP

Position Description
Financial Management Supervisor

deposits.

- d. Managed the armored and unarmored courier contracts. Prepare Request for Bid documents when necessary.
 - e. Prepare schedules for the biennial report.
 - f. Archive data files for the Treasury Services Section.
 - g. Coordinate requests for foreign checks.
- 3. Oversee the stop payment/check reissue and cancelled draft functions.
 - a. Perform a monthly review of stop payment/check reissue processing.
 - b. Troubleshoot any issues that arise in the canceled draft area.
 - 4. Direct the Cash Management Operations staff, and help resolve any issues that arise in forecasting the daily change in net cash position, recording of cash receipts, and the daily enterprise banking activities.
 - 5. Develop enterprise cash management policies and procedures, and post to the State Accounting Manual.
 - 6. Continually strive to improve existing systems and processes in order to increase efficiency and reduce costs.

- 20% B. Provide primary back-up support for the Enterprise Cash Manager position.
- 1. Analyze daily electronic files, and online reports received from the Enterprise Bank.
 - 2. Estimate daily check clearances within the enterprise and specialized check series.
 - 3. Analyze the daily disbursement activity for the Medicaid controlled disbursement account.
 - 4. Review daily receipt and disbursement activity for the Local Government Investment Pool (LGIP).
 - 5. Based on the analysis of the State's daily receipt and disbursement activity, determine the estimated net change in cash, and notify SWIB by the scheduled investment cut-off times.
 - 6. Reconcile the estimated net change in cash with the actual to ensure that all receipt and disbursement activity is completed as expected.
 - 7. Advise SWIB of upcoming large receipts and disbursements, and daily activity

Position Description
Financial Management Supervisor

within the LGIP.

8. Train back-up staff as necessary.
9. Maintain up-to-date procedures that document all cash management processes.
10. Review all electronic transfer requests for completeness, accuracy and authorization.
11. Initiate wire transfers, ACH credits and check deposits to ensure that the State's bank accounts are properly funded, and overdrafts do not occur. Monitor all incoming electronic funds transfers.
12. Manage the movement of cash between the operating accounts and the state investment account based on the daily cash position.
13. Manage the movement of cash to fund period federal tax payments.
14. Reconcile electronic disbursement activity on a daily basis. Investigate and resolve any problems with any electronic funds transfer.

10% C. Reconcile the enterprise bank accounts.

1. Reconcile the enterprise cash concentration account. Research and resolve all reconciling differences. Follow-up on errors and exceptions with the agencies or the cash management bank. Report any outstanding reconciliation items to the Financial Management Supervisor.
2. Reconcile the Madison cash depository account. Research and resolve all reconciling differences. Follow-up on errors and exceptions with the agencies or the cash management bank. Report any outstanding reconciliation items to the Financial Management Supervisor.
3. Prepare annual GAAP report for cash and bank reconciliations.
4. Continue to improve the procedures used for reconciling individual account debits and credits that result from check clearings, electronic funds transfers, deposits, returned items and lockbox activity.

10% D. Other Projects

1. Assist with the design, testing, implementation and maintenance of the PeopleSoft Treasury/Cash Management Module.
2. Other miscellaneous projects as assigned.

State of Wisconsin
Office of State Employment Relations
Division of Compensation and Labor Relations

Supervisor Exclusion Analysis

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any position description (PD) for a position performing supervisory responsibilities (i.e., if # 13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of 3 FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
2. Civil Service Classification: Financial Management Supervisor
3. Department and Division: Administration - Executive Budget and Finance
4. Bureau, Section and Unit (or comparable): State Controller's Office - Cash Management Operations
5. Name and Classification of Supervisor: Jeff Anderson, Financial Manager
6. Name and Complete Civil Service Title of Former Incumbent (if any): Jeff Anderson, Financial Management Supervisor

7. Supervisory Responsibilities

- a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:

(1) have the responsibility for directly supervising the activities of other classified employees?

YES ☒ NO ☐

(2) have the responsibility for supervising the activities of lower level supervisors?

YES ☐ NO ☒

(3) meet the definition statement and criteria?

YES ☒ NO ☐

- b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

Accountant - Advanced (1), Accountant - Senior (1), Financial Specialist 5 (1), Financial Specialist 4 (1), Financial Specialist 3 (1)

State of Wisconsin
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Division of Compensation and Labor Relations

Supervisor Exclusion Analysis

c. What percentage of this position's total time is allocated to each of the following?

- | | |
|--|----|
| 1) Supervisory functions (i.e. hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? | 10 |
| 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? | 20 |
| 3) Performance of other work activities <u>similar</u> to those of the employees supervised? | 20 |
| 4) Performance of other non-supervisory work activities <u>different</u> from those of the employees supervised (including program administration)? | 50 |

*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%.

*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

Susan Royer, Accountant-Advanced; Becky Markgraf, Accountant-Senior; Linda O'Kroley, Financial Specialist 5; Jennifer Stone, Financial Specialist 4; Janet Harle, Financial Specialist 3

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? YES ☒ NO ☐
(If no, list below the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of supervisor found in s. 111.81 (19), Wis. Stats.

Supervisor  Date 1/7/2015

Human Resources Representative  Date 01.22.15

To be completed by Incumbent (for filled positions):

- I agree with the preceding statements.
- I do not feel that the preceding statements are accurate for the reasons indicated below.
- No Comment

Employee Signature _____ Date _____

OSER-DCLR-84 (Rev. 02/2013)
Section 230.09 Wis. Stats

Compensation and Labor Relations
Issue Date: March 1998
Revised: February 2013

